



Wednesday, May 18, 2022; 6:00 P.M; Elections and Training Center; 18 Deport Street,  
Chatham, Virginia 24531

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. ANY ADDITIONS/REVISIONS TO AGENDA**

**IV. APPROVAL OF AGENDA**

**V. CONSENT AGENDA**

- A. Approval of April Meeting Minutes
- B. Review/Approval of April Financials

**VII. OLD BUSINESS**

- A. ODAC PER Study Update (*M. Rowe & J. Faucette*)
- B. Cyber Park Shell-Building Update (*M. Rowe*)

**VII. NEW BUSINESS**

- A. Consideration of Panaceutics Signage (*J. Faucette*)
- B. FY2021 Audit (*K. Van Der Hyde*)
- C. Approval of Moral Obligation Agreement for Project Doswell (*M. Rowe*)
- D. Approval of Joint Shell Building Inspection Agreement (*M. Rowe*)

**VIII. ECONOMIC DEVELOPMENT UPDATES**

- A. Overview of announced projects (*M. Rowe*)

**IX. MATTERS FROM IDA MEMBERS**

**X. CLOSED SESSION**

- A. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community.

Authority: Virginia Code §2.2-3711(A)(5)

Subject Matters: Project Doswell, Project White Oak, Project Luminous Dragon, Project Matterhorn

Purpose: Updates on Prospective Unannounced Businesses/Industries

**XI. RETURN TO OPEN SESSION AND CLOSED SESSION CERTIFICATION**

A. Closed Session Certification

**PITTSYLVANIA COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY CLOSED MEETING CERTIFICATION**

BE IT RESOLVED that at the meeting of the Pittsylvania County Industrial Development Authority (“Authority”) on May 18, 2022, the Authority hereby certifies by a recorded vote that to the best of each Authority member’s knowledge only public business matters lawfully exempted from the Open Meeting requirements of the Virginia Freedom of Information Act (“Act”) and identified in the motion authorizing the closed meeting were heard, discussed, or considered in the closed meeting. If any authority member believes that there was a departure from the requirements of the Act, he shall so state prior to the vote indicating the substance of the departure. The statement shall be recorded in the Authority’s minutes.

	<u>Vote</u>
Joey Faucette	Yes/No
John Daniel	Yes/No
Ronnie L. Haymore	Yes/No
Timothy Reynolds	Yes/No
Bill Nuckols	Yes/No
Steven Merricks	Yes/No
Charles L. Minter	Yes/No

**XII. ADJOURNMENT**

<b>Agenda Section:</b>	Consent Agenda (Section V(A))
<b>Agenda Title:</b>	Approval of April Minutes
<b>Staff Contact:</b>	MDR
<b>Agenda Date:</b>	May 18, 2022
<b>Attachments:</b>	1 (April Meeting Minutes)

**SUMMARY:**

A copy of the April meeting minutes is included in the packet for your review, comment, and approval.

**FINANCIAL IMPACT AND FUNDING SOURCE:**

None

**RECOMMENDATION:**

County Staff recommends the IDA approve the April meeting minutes as presented.

**MOTION:**

“I make a Motion to approve the April meeting minutes as presented.”

# **PITTSYLVANIA COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**

WEDNESDAY, APRIL 20, 2022; 6:00 P.M.; ELECTIONS AND TRAINING CENTER; 18 DEPOT STREET, CHATHAM, VA 24531

## **MEETING MINUTES**

### **I. CALL TO ORDER**

Faucette called Meeting to Order at 5:58 PM.

### **II. ROLL CALL**

IDA Members Present: Faucette, Daniel, Haymore, Reynolds, Nuckols, and Minter.

IDA Members Absent: Merricks

County Staff Present: Hunt (by Zoom), Rowe (by Zoom), Van Der Hyde, Saunders, Monday

### **III. REVISIONS TO AGENDA**

Add item VII B. Approve Revised Staunton River Plastics Support Agreement

### **IV. APPROVAL OF AGENDA**

On a motion by Haymore, second by Nuckols, the Agenda was approved by IDA Members present.

### **V. APPROVAL OF CONSENT AGENDA**

On a motion by Daniel, second by Nuckols, the Consent Agenda was approved by IDA Members present.

### **VI. COUNTY ADMINISTRATOR COMMENTS, CLARENCE MONDAY**

Monday provided appreciative comments to the IDA members present. Monday thanked the IDA members for all they do for Pittsylvania County and how their role plays a vital role in the success of the County.

### **VII. OLD BUSINESS**

#### **A. ODAC PER Study Overview**

Reynolds provided the IDA members with an overview of the ODAC PER study that was recently completed by Reynolds-Clark Development, Inc. Roger Jefferson, member of ODAC board, was present to hear the update from Reynolds.

#### **B. Approve Revised Staunton River Plastics Support Agreement**

On a motion by Nuckols, second by Haymore, the Revised Staunton River Plastics Support Agreement was approved by IDA Members present.

### **VIII. ECONOMIC DEVELOPMENT UPDATES**

#### **A. Invenergy Update**

Van Der Hyde provided IDA members with an update on Invenergy regarding the first option payment.

**B. Gretna Industrial Park Update**

Rowe provided IDA members with an update on the Gretna Industrial Park. A client has closed on 8 acres of land and plans to build a 20,000 sq/ft warehouse facility.

**IX. MATTERS FROM IDA MEMBERS**

There were none.

**X. CLOSED SESSION**

*[During the closed session, all matters discussed shall involve receiving advice from legal counsel, and as such all communications during the closed session shall be considered attorney-client privileged.]*

At 6:59 p.m., Haymore motioned that the meeting of the IDA be recessed in a closed meeting for the following purposes:

A. As permitted by Section 2.2-3711(A)(5) of the Code of Virginia, 1950, as amended (“Virginia Code”), for discussion concerning one or more prospective businesses where no previous announcement has been made of that business’s interest in locating its facilities in one or more of the Authority’s projects located in Pittsylvania County, Virginia;

B. As permitted by Virginia Code § 2.2-3711(A)(39) for discussion or consideration of records excluded under Virginia Code § 2.2-3705.6(3) (including without limitation (i) those certain confidential proprietary records voluntarily provided by private business pursuant to a promise of confidentiality from the Authority, and used by the Authority for business and trade development and (ii) those certain memoranda, working papers, or other information related to businesses that are considering locating or expanding in Virginia, prepared by the Authority, where competition or bargaining is involved and where disclosure of such information would adversely affect the financial interest of the Authority); such information being excluded from mandatory disclosure under Virginia Code § 2.2-3705.1(12) and Virginia Code § 2.2-3705.1(8) (appraisals and cost estimates of real property in one or more of the Authority's projects subject to a proposed purchase, sale, or lease, prior to the completion of such purchase, sale, or lease); and

C. As permitted by Virginia Code §§ 2.2-3711(A)(3) for discussion or consideration of the acquisition and/or the disposition of publicly held real property commonly known as the Brosville Industrial Park, in Brosville, Virginia, and Ringgold East Industrial Park, in Ringgold, Virginia, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.

A second was made by Nuckols and unanimously approved by IDA Members present.

**RETURN TO OPEN SESSION**

**C. Confirmation of Motion and Vote to Reconvene in Open Meeting**

On a motion by Haymore, second by Nuckols, and by unanimous vote at 7:31 p.m., the IDA returned to open meeting.

D. Motion to Certify Closed Meeting

On a motion by Haymore, second by Nuckols, the IDA unanimously approved adoption of the following resolution:

WHEREAS, the Authority convened in Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia, 1950, as amended, requires a Certification by the Authority that such Closed Meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby certifies that, to the best of each Member's knowledge, (i) only public business matters lawfully exempted by the open meeting requirements of Virginia Law were discussed in the Closed Meeting to which this Certification Resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Authority.

**XI. ADJOURNMENT**

On a motion by Haymore, second by Nuckols, Faucette adjourned the Meeting at 7:32 PM.

<b>Agenda Section:</b>	Consent Agenda (Section V(B))
<b>Agenda Title:</b>	Approval of Financials
<b>Staff Contact:</b>	Kim Van Der Hyde
<b>Agenda Date:</b>	May 18, 2022
<b>Attachments:</b>	1 (April Financial Report)

**SUMMARY:**

A copy of the April financial report is included in the packet for your review, comment, and approval.

**FINANCIAL IMPACT AND FUNDING SOURCE:**

None

**RECOMMENDATION:**

County Staff recommends the IDA approve the April financial report as presented.

**MOTION:**

“I make a Motion to approve the April financial report as presented.”

## Pittsylvania County Industrial Development Authority

## Balance Sheet

As of April 30, 2022

05/10/22

Accrual Basis

	Apr 30, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101000 · First Citizens Checking	866,188.18
10500 · ANB-IDA SR-Plastics	0.01
<b>Total Checking/Savings</b>	866,188.19
<b>Total Current Assets</b>	866,188.19
<b>Fixed Assets</b>	
110000 · Inventory	1,035,300.00
<b>15000 · Capital Assets</b>	
150100 · Land	1,174,496.00
150200 · Industrial Building	1,875,754.35
<b>Total 15000 · Capital Assets</b>	3,050,250.35
160000 · Accumulated Depreciation	-58,514.75
<b>Total Fixed Assets</b>	4,027,035.60
<b>Other Assets</b>	
120100 · Notes Receivable-Intertape	2,419,224.63
121000 · Note Receivable-Panacea Equip	129,782.34
121500 · Note Receivable-Panacea Upfit	100,073.65
121600 · Note Receivable-VRA Loan-Realty	1,150,000.00
121700 · Note Receivable-SR Plastics	4,775,160.21
<b>Total Other Assets</b>	8,574,240.83
<b>TOTAL ASSETS</b>	<b>13,467,464.62</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
270100 · SR-Plastics Reserve	-104,542.07
<b>Total Other Current Liabilities</b>	-104,542.07
<b>Total Current Liabilities</b>	-104,542.07
<b>Long Term Liabilities</b>	
210000 · Security Deposit-Panacea	6,750.00
250000 · Note Payable-ANB-Intertape	2,506,826.09
253000 · Bond Payable-Panacea	803,072.00
253200 · Note Payable-First Citizens-Pana	132,831.88
253300 · Note Payable-VRA Loan-Realty	1,150,000.00
253400 · Note Payable-ANB SR Plastics	4,775,160.22
<b>Total Long Term Liabilities</b>	9,374,640.19
<b>Total Liabilities</b>	9,270,098.12
<b>Equity</b>	
30000 · Opening Balance Equity	2,204,971.66
32000 · Unrestricted Net Assets	1,086,521.61
Net Income	905,873.23
<b>Total Equity</b>	4,197,366.50
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>13,467,464.62</b>



## Pittsylvania County Industrial Development Authority Transaction List by Date

April 2022

Type	Date	Num	Name	Account	Split	Debit	Credit
Deposit	04/01/2022			101000 · First Citizens Checking	120100 · Notes Receivable-Intertape	30,324.97	
Check	04/05/2022	1042	American National Bank	101000 · First Citizens Checking	-SPLIT-		4,257.01
Check	04/05/2022	1043	American National Bank	101000 · First Citizens Checking	270100 · SR-Plastics Reserve	0.00	
Check	04/05/2022	1044	Industrial Development Authority	101000 · First Citizens Checking	-SPLIT-		51,607.83
Deposit	04/05/2022			101000 · First Citizens Checking	-SPLIT-	11,475.11	
Check	04/07/2022	1045	Pittsylvania County	101000 · First Citizens Checking	5030 · 5030 Professional Services		3,391.08
Deposit	04/07/2022			10500 · ANB-IDA SR-Plastics	253400 · Note Payable-ANB SR Plastics	51,607.83	
Check	04/07/2022			101000 · First Citizens Checking	5050 · Bank Charges		10.82
Deposit	04/14/2022			10500 · ANB-IDA SR-Plastics	253400 · Note Payable-ANB SR Plastics	594,488.91	
Transfer	04/14/2022			10500 · ANB-IDA SR-Plastics	121700 · Note Receivable-SR Plastics		594,488.91
Check	04/14/2022	EFT	First Citizens Bank	101000 · First Citizens Checking	-SPLIT-		4,511.47
Check	04/19/2022	1046	Froehling & Robertson, Inc.	101000 · First Citizens Checking	-SPLIT-		12,038.20
Check	04/19/2022	1047	Christian & Barton, LLP	101000 · First Citizens Checking	62140 · Legal Fees		1,972.00
Check	04/21/2022	1048	Christian & Barton, LLP	101000 · First Citizens Checking	62140 · Legal Fees		3,973.50
Check	04/26/2022	1049	American National Bank	101000 · First Citizens Checking	-SPLIT-		30,324.97
Deposit	04/26/2022			10500 · ANB-IDA SR-Plastics	253400 · Note Payable-ANB SR Plastics	1,920,034.75	
Transfer	04/27/2022			10500 · ANB-IDA SR-Plastics	121700 · Note Receivable-SR Plastics		1,971,642.57
Check	04/28/2022	1050	American National Bank	101000 · First Citizens Checking	-SPLIT-		1,247.94
Deposit	04/29/2022			101000 · First Citizens Checking	45030 · Interest Revenue	7.59	



April 13, 2022

Mrs. Corrie T. Bobe  
City of Danville, Virginia – Director  
Economic Development & Tourism  
P.O. Box 3300  
Danville, VA 24543

Re: Scope of Services & Fee Proposal  
Cyber Park Shell Building – Riverpoint Drive & Slayton Avenue  
Construction Engineering and Inspection Services (Task 23)

Mrs. Bobe:

Whitman, Requardt & Associates, LLP (WRA) is pleased to submit our proposal to provide construction engineering and inspection (CEI) services for the City of Danville, Virginia for the Cyber Park Shell Building – Riverpoint Drive & Slayton Avenue under WRA's City of Danville On Call Construction Engineering & Inspection Services Contract (RFP 17-18-075) – Reference PO35348-05. As you have requested, this fee proposal covers inspection, records keeping, and reviewing Contractor's pay request. The scope covers all inspection and documentation required by the Director of Economic Development & Tourism. The estimate below is for *budgeting purposes only*, and actual billings would be computed by hours worked on the project at the approved fixed billable rates submitted with this fee proposal. The following is a detailed summary of our proposed scope of services:

**Scope of Services:**

***PRE-CONSTRUCTION SERVICES***

- Participate in the Preconstruction Conference
- Attend project progress meetings as requested

***CONSTRUCTION PHASE SERVICES***

**Inspection**

- Inspection is requested to be part-time and consist of monitoring project construction activities and record progress in order to review Contractor's pay request for the City.
- Communicate with appropriate City Sections/Disciplines for coordination
- Provide one (1) fully VDOT-certified inspector with experience in Work Zone safety, erosion and sediment control, OSHA safety, asphalt paving, pavement marking, grading, and storm drainage for basis of understanding to monitor and record project progress.

**Sampling and Testing Materials & Materials Tracking – Not included in Scope**

- Sampling and Testing Materials & Materials Tracking not part of requested scope of services.
- Monitoring of quality control (QC) testing not part of requested scope of services.
- Reject any materials that do not meet required properties and/or characteristics not part of scope of services.

### **Project Documentation**

- Provide Daily Diaries of work performed on the project for project progress.
- Provide updates to the City on project progress.
- Review and Certify Pay Applications and forward recommendation to Owner for payment.

### **POST-CONSTRUCTION PHASE SERVICES**

- Provide an electronic and hard copy of all project documentation, diaries, and other associated documentation.

### **EXCLUSIONS**

#### **Items Furnished by the City of Danville at no cost to WRA:**

- All reports, drawings, Contract Documents, maps, standard survey information, preliminary engineering data and correspondence, and other pertinent information to performing services on the project.

#### **Items not included in the Scope:**

- Inspection services outside of the anticipated contract duration, plus approximately 1 day for project close-out. Services outside of these limits may be the basis for discussion regarding increased budget.
- Most Contract Administration functions are not included in the fee proposal.
- QA Laboratory costs not anticipated and not part of the fee proposal. Monitor results of QC Laboratory testing not part of scope of services.
- QA Asphalt Field testing costs not anticipated and not part of the fee proposal.

### **Project Team:**

The Project Team was developed based on contract documents provided by the City. WRA's goal in assembling this team was to provide personnel who could quickly and efficiently perform all required services. Assigned staff members and their roles include:

**Responsible Charge Engineer – Chris Kirkman, P.E., CPM** (Minimal Involvement/As requested by the City)

**Construction Manager – Shane Weakley** (Minimal Involvement/As requested by the City)

**Project Inspector:** WRA will provide part-time one (1) fully VDOT-certified inspector with experience in Work Zone safety, erosion and sediment control, OSHA safety, asphalt paving, pavement marking, grading, and storm drainage for basis of understanding to monitor and record project progress. The Project Inspector will be responsible for documenting project progress and communicating to City of progress.

### **Fee Proposal:**

WRA will perform the scope of services with the staff listed above, augmented, or replaced with approved alternatives as required or requested by the City of Danville, based on the approved Fixed Billable Rates (FBR) for the hours expended. Rates are intended to be all-inclusive rates, computers, and basic inspection and testing equipment (except as excluded above). Excluded direct costs include but are not limited to a truck lease at \$700/month, project millage at \$0.305/mile, a nuclear gauge (\$750/month) and other non-standard testing equipment.



WRA offers following personnel at the following rates for Contract Year 4 (October 26,2021 Start Date) and Contract Year 5 (October 26,2022 Start Date):

Contract Year 4 (October 26,2021 Start Date):

- Senior Inspector: \$75.20/hour (ST), \$92.79/hour (OT)
- Inspector: \$64.60/hour (ST), \$79.71/hour (OT)
- Construction Manager: \$113.83/hour
- Responsible Charge Engineer: \$181.73/hour

Contract Year 5 (October 26,2022 Start Date):

- Senior Inspector: \$77.45/hour (ST), \$95.56/hour (OT)
- Inspector: \$66.53/hour (ST), \$82.09/hour (OT)
- Construction Manager: \$117.24/hour
- Responsible Charge Engineer: \$187.18/hour

Based on the City requests of part-time inspection per workday for the anticipated work schedule, the total Not-To-Exceed Task Order Budget is the following:

<b>Inspection and Minimal Construction Admin</b>	
<b>Cyber Park Shell Building - Riverpont Drive &amp; Slayton Avenue</b>	
Anticipated start of Services :	5/2/2022
Anticipated Completion of Services :	7/29/2022
On Call Inspection Services Duration :	88 calendar days
Estimated Work days :	66 work days
<b>Budget Not to Exceed</b>	<b>\$ 25,679.50</b>
1 Inspector part-time monitoring project progress	

If you have any questions, or need any additional information, please let me know.  
Please do not hesitate to contact me at (336) 451-6836.

Very truly yours,  
Whitman, Requardt & Associates, LLP



Chris Kirkman, P.E., CPM  
Project Manager

Enclosures

OK  
J. Neal  
5/16/22



